

## **Contracts for SUS**

- Need listing of upcoming awards with assigned COR/acceptors
- Requirements for SUS consideration:
  - Current Pay Office HQ0490 (GFEBS)
  - No GFEBS PO history
    - o New contract award or call off / task order
    - If new option year on C/F/P instrument, the previous year CLIN(s) must be fully invoiced
  - Contracts where multiple invoices are expected
  - Firm Fixed Price (FFP) or Indefinite Delivery/Indefinite Quantity (IDIQ)
  - GFEBS PO matches award since PO data used by SUS vendor for invoicing
  - GFEBS PO updated to be SUS relevant
- Other contracts with specific requirements to remain in WAWF:
  - MOCAS, construction, progress pay, RFID, IUID, GFE
- Contractor must have DUNS number assigned
- Acceptor/COR must have GFEBS access
  - Training Requirements:
    - » Initial access estimate is 20 hours
    - » GR Processor role estimate is 2.5 hours

(GFEBS)

# Timing for MOD to Convert to SUS Interprise Business System

- **New Award** 
  - After confirmation vendor master updated and COR/acceptor provisioned in GFEBS
- New Delivery Order/Task Order (DO/TO) or Call Off
  - **Instrument types** 
    - A Blanket
    - D Delivery
  - Multiple payment clause 52.232.37 required in base contract
  - Pay Office HQ0678 (GFEBS SUS) added to new DO/TO or Call Off immediately
- **New Option Year** 
  - Instrument types
    - C Contract
    - F/P Purchase Order
  - Old CLIN(s) must be fully invoiced before MOD to Pay Office HQ0678
    - New Pay Office effective on date of modification signature

5/25/17

# **DFARS Class Deviation to use SUS**

General Fund
Enterprise Business System
(GFEBS)

DODAAC

W91247

As of 17 Nov, 2015, Army contracting officers at locations below may use the solicitation and contract clauses provided for SUS in lieu of the clauses for WAWF (DFARS 252.232-7003 and 252.232-7006) for:

- New awards, new option year, call off or delivery order/task order
- Currently paid through GFEBS (HQ0490)

#### Excludes contracts that:

- Are administered by DCMA;
- Are for construction;
- Provide Gov't Furnished Property;
- Contain RFID or IUID requirements;
- Include progress payments; or

• Provide	ACTIVITY
	US Army Medical Command (MEDCOM)
	Regional Health Contracting Office - Central (Provisional) San

419th Contracting Support Brigade - Ft. Bragg, NC

US Army Medical Command (MEDCOM)	
Regional Health Contracting Office - Central (Provisional) San Antonio, TX	W81K00
Health Readiness Contracting Office, San Antonio, TX	W81K04
Medical Research Acquisition Activity, Frederick, MD	W81XWH
US Army Contracting Command (ACC) Mission and Installation Contracting Office (MICC)	
412th Contracting Support Brigade - Ft. Jackson, SC	W9124C W912C6
412th Contracting Support Brigade - Ft. Knox, KY	W9124D
418th Contracting Support Brigade - Ft. Carson, CO	W911RZ
418th Contracting Support Brigade - Ft. Hood, TX	W91151
418th Contracting Support Brigade - Ft. Bliss, TX	W911SG
419th Contracting Support Brigade - Ft. Stewart, GA	W9124M

## **Class Deviation Clauses**

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports.

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(c) The Contractor may submit a payment request and receiving report using other than WAWF only when -

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5) Submitting payment requests and receiving reports to the Supplier Self-Services (SUS) system accessible via the Wide Area Workflow (WAWF) website as an authorized participant in the vendor portal invoicing pilot program.

252.232-7006 Wide Area Workflow (WAWF) Payment Instructions.

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- (b) Electronic invoicing. As authorized by the clause 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (DEVIATION 2016-AXXXX)(NOV 2015) -
  - 6) The WAWF system shall be used to electronically process vendor payment requests and receiving reports, in accordance with paragraph (c) of this clause; or
  - 7) The General Fund Business Enterprise System (GFEBS) Supplier Self-Services (SUS) system shall be used, in accordance with paragraph (d) of this clause, if the Contractor is an authorized participant in the GFEBS SUS invoicing pilot program.

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d) GFEBS SUS.

- 1) Access.
- 2) Training.
- 3) Payment Instructions.
- 4) Manual transmission.

# Sample Local Clause (Previously Used)

General Fund
Enterprise Business System
(GFEBS)

#### **SECTION H - CONTRACT ADMINISTRATION DATA**

SUS - GFEBS, ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (OCT 2015)

The contactor shall submit payment requests using the following method as voluntarily agreed to by the contractor, the contracting officer, the contract administration office, and the payment office during the pilot: General Fund Enterprise Business System (GFEBS) Supplier Self-Services (SUS)

SUS allows selected Army contractors to utilize contract obligation data to submit and track receipt, acceptance and payment documents electronically.

The contractor shall submit receiving report data (Advance Shipment Notice (ASN) or Service Confirmation) and payment requests via the GFEBS-SUS system, which is accessed through the Wide Area Workflow (WAWF) system. The GFEBS-SUS application allows Army vendors participating in the pilot effort to submit and track invoices and receipt/acceptance documents electronically. Vendors electing to use GFEBS-SUS shall (i) provide a POC and e-mail address to the contracting officer and (ii) ensure an electronic business point of contact (POC) is designated in the System for Award Management (SAM) site at <a href="http://www.sam.gov">http://www.sam.gov</a> within ten (10) calendar days after award of this contract/order.

Questions	concerning	payments should	be directed to	, XXX-XXX-XXXX.

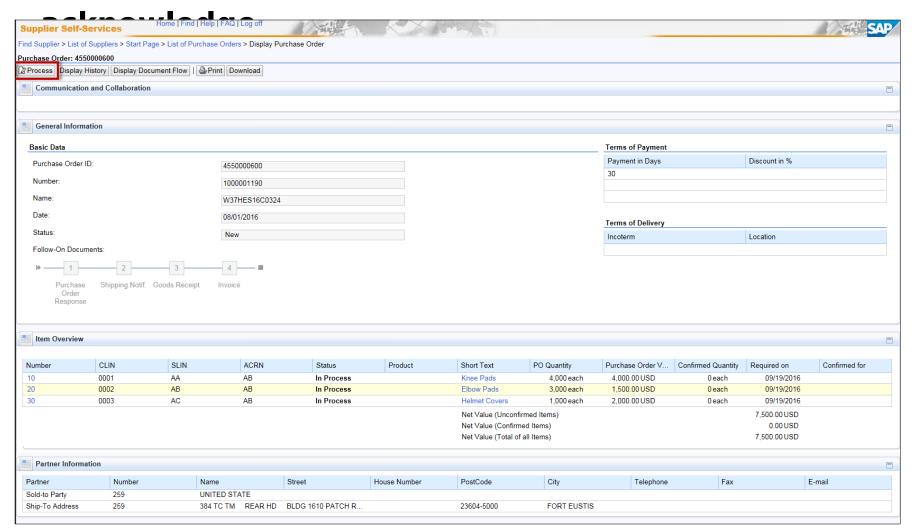
Please have your purchase order/contract number ready when calling about payments. You can easily access payment and receipt information using the GFEBS-SUS system. Please follow the instructions below for accessing GFEBS-SUS:

- (a) Invoices for goods received or services rendered under this contract shall be submitted electronically through the GFEBS-Supplier Self-Service (SUS) system, which is accessed through WAWF:
- (1) The vendor shall have their cage code activated by self-registering at the web site <a href="https://wawf.eb.mil">https://wawf.eb.mil</a>. Vendor training is available on the Internet at <a href="http://www.wawftraining.com">http://www.wawftraining.com</a>.
- (2) Upon receipt of this contract modification, vendor shall log into the WAWF website: <a href="https://wawf.eb.mil/">https://wawf.eb.mil/</a>
- (3) Vendor shall enter WAWF username and password to log into the WAWF OneStop system
- (4) Vendor shall select "iRapt" and then "Vendor" option menu
- (5) Vendor shall select "Create Document" option from sub-menu
- (a) The Create New Document page is displayed
- (6) Vendor shall enter Contract Number and Delivery Order Number (if required) in the appropriate fields if not pre-populated
- (7) Vendor shall select their appropriate CAGE code from the drop-down menu and then click "Next" button
- (8) A Pay DoDAAC field is displayed. Vendor shall confirm or enter appropriate Pay DoDAAC HQ0678 as provided by contracting officer that is specific to the GFEBS-SUS pilot and click the "Next" button
- (9) Vendor will be asked to approve re-direct to the GFEBS-SUS system. Vendor shall agree to be re-directed. Vendor must accept DoD consent screen and then will be in the GFEBS-SUS system where receiving reports (or service confirmations) and invoices can be submitted, and status of invoice can be tracked.
- (10) Vendor shall review and acknowledge the Purchase Order the first time vendor enters the GFEB-SUS system. If the GFEBS-SUS Purchase Order is different from the awarded contract, vendor should contact contracting officer for correction. Once Purchase Order is

## **GFEBS PO Replicated to SUS**

**Enterprise Business System** (GFEBS)

## Near-real time PO data available to the vendor to

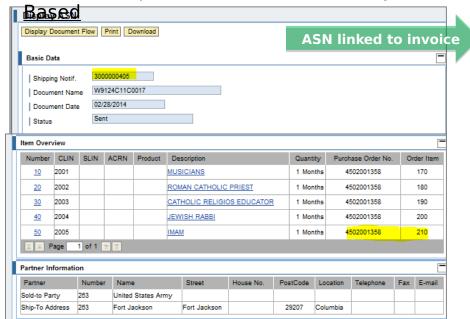


General Fund
Enterprise Business System
(GFEBS)

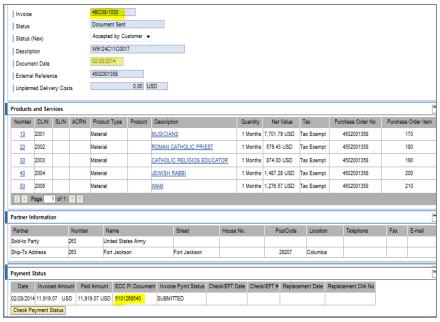
# **Back-up**

# SUS Vendor Documents - Quantity nterprise Business System (GFEBS)

### Advance Ship Notice (ASN) for Quantity



### <u>Vendor Invoice</u>



**GFEBS PO History** 

ASN linked to GR in GFEBS

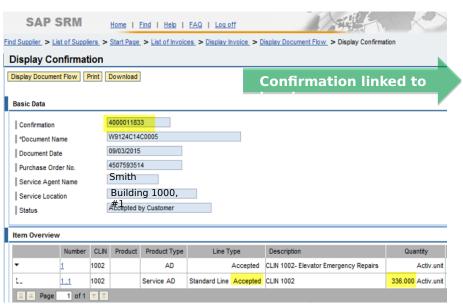
	Item			[ 210 ] IMAM				<b>▲ ▼</b>							
_	// A	осер	tano	e Period Deliver	у	Invoice Co	onditions A	ccount Assign	ment	Purchase O	rder History Texts D	elivery Address	1		5
											1				
	Basic List														
							EAmount	Company Co	M						
	WE			5001089711	_	-	03/03/2014		MO		3000000405	1,276,57		-	
	WE			5001046024	5	02/04/2014	02/04/2014		МО	1,276.57	3000000387	1,276.57	ARMY		1
	WE		101	5000999882	5	01/06/2014	01/06/2014	1	МО	1,276.57	4BC08/1028	1,276.57	ARMY	П	П
	WE		101	5000978292	5	12/16/2013	12/16/2013	1	МО	1,276.57	3000000328	1,276.57	ARMY		П
	WE		101	5000927131	5	11/07/2013	11/07/2013	1	МО	1,276.57	3000000311	1,276.57	ARMY		П
	Tr/Ev. Goods receipt = 5 MO = 6,382.85 = 6,382.85										П				
	RE-L			5101268540	5	02/28/2014	02/28/2014	1	MO	1,276.57		1,276.57	ARMY	_	4
	RE-L			5101023129	5	02/03/2014	02/03/2014	1	MO	1,276.57		1,276.57	ARMY		
	RE-L			5100776230	5	01/03/2014	01/03/2014	1	MO	1,276.57		1,276.57	ARMY		
	RE-L			5100776018	5	01/03/2014	01/03/2014	1-	MO	1,276.57-		1,276.57-	ARMY	•	
						4								<b>•</b>	

Invoice successfull y posted against obligation in GFEBS and free to pay

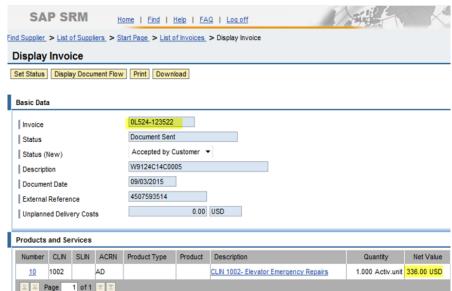
- SPS to GFEBS interface updated to now create PO item as Service (Value-Based) if PSC is alpha-numeric (excluding "Q") - sets:
  - Item category to "D"
  - Item Order quantity to "1" and Order Unit of Measure to "AU" (Activity Unit)
  - Item Net Price is total obligated amount and Order Price Unit to "AU"
  - Limits tab populated with obligated amount
- GFEBS PO used by SUS vendor, so PO <u>must</u> match the award
  - Review of Quantity-based vs. Value-based to determine how to setup PR and PO:
    - O Ask How will vendor invoice?
      - Exact same amount per EA, MO, etc. = Quantity based
      - Varying amount based on number of days, weight, etc. = Service based
- If Vendor will invoice <u>quantity</u>:
  - Award as quantity-based
    - o If PSC is alpha-numeric (excluding "Q") either:
      - Create/update PO to match award since SPS interface creates as value based or
      - Add quantity items to Services tab

# SUS Vendor Documents - Value/Servicesiness System

### Service Confirmation for Value Based

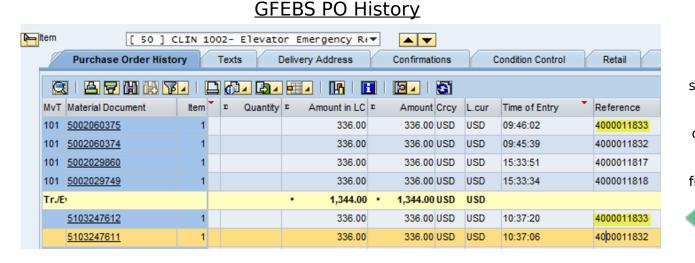


#### Vendor Invoice





5/25/17



Invoice successfull y posted against obligation in GFEBS and free to pay